

DD/S 71-0523

16 FEB 1971

FILE

*Training*

MEMORANDUM FOR: Director of Training

ATTENTION : Executive Assistant, Office of Training

Hugh - Jim:

I have just reviewed the report by Mrs. [ ]  
on the Experimental Group. Thank you very much for sending it over.  
I am much encouraged. Although we may want to follow some of the  
suggestions Mrs. [ ] has made, to make this a more efficient  
operation, I certainly believe that the effort is well worthwhile. I've  
passed the copy of the report you provided to the Director of Personnel  
with the same observations.

[ ]  
Robert S. Wattles

ADD/S:RSW/ms (16 Feb 71)

Distribution:

Orig - Adse

1 - DD/S Chrono

1 - DD/S Subject, w/Background (DD/S 71-0522, 71-0424)

1 - RSW Chrono

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DD/S 71-0522

16 FEB 71

MEMORANDUM FOR: Director of Personnel

Harry:

At my request, [ ] sent me a copy of the report by [ ] who instructed the Experimental Group. Despite the amount of time and, therefore, money that went into this program, I am most encouraged. There are some suggestions, both explicit and implied, which I think are worth considering. The report was routed through [ ] so you may have seen it. If not, I suggest you take a look at it. Attached is the copy Jim sent me. I have no need to keep it. You may destroy it if you wish after you have looked at it.

[ ]  
Robert S. Wattles

Att

Cy of Report: "Experimental Group--Classes  
in Clerical Induction Training--28 Sept 70 -  
8 Jan 71" fr OTR

ADD/S:RSW/ms (16 Feb 71)

Distribution:

Orig - Adse, w/Att (DD/S 71-0498)

1 - DD/S Chrono

1 - DD/S Subject, w/o Att - (Background: DD/S 71-0424) ✓

1 - RSW Chrono

**CONFIDENTIAL**

downgrading and  
declassification

DD/S 71-0424

8 FEB 1971

MEMORANDUM FOR: Director of Training

Hugh:

Re paragraph 2.b. of your weekly report dated 4 February 1971: I would like to see a copy of Mrs. [redacted] report. Will it comment on the optimum size of the class; e.g., could the same staff effort have been applied to twice as many? Did her work on this program interfere with any other?

25X1

[redacted]

Robert S. Wattles

25X1

ADD/S:RSW/ms (8 Feb 71)

Distribution:

- Orig - Adse
- 1 - DD/S Chrono
- 1 - DD/S Subject ✓
- 1 - RSW Chrono

Note: Para 2.b. of OTR Weekly, dtd 4 Feb 71:

"b. Experimental Group II is our second effort to train the disadvantaged as typists. The most recent class commenced in September 1970 and ended on 8 January 1971. Six of the eleven women who entered this class met agency standards in typing, four were disqualified for agency employment, and one had not been cleared when the course ended. Mrs. [redacted] the instructor, is preparing a summary report for the Director of Personnel. These programs have proven costly in staff man-hours and planning because of the individual attention required."

25X1